

**G-6  
FOOD SERVICE  
MANAGEMENT  
COMPANY**

Grants Coordination and School Support  
School Nutrition Training and Programs

**Coordinated Review Effort (CRE)  
General Areas of Review**



**SCHOOL FOOD AUTHORITY (SFA) REVIEW**

The Food Service Management Company form must be completed and signed prior to the Coordinated Review Effort (CRE). Do not mail the form to the Michigan Department of Education (MDE). The School Nutrition Training and Programs Analyst will collect the form during the CRE. If you have any questions regarding the attached form, please contact a School Nutrition Training and Programs Analyst at 517-373-3347.

**Coordinated Review Effort (CRE)  
General Areas of Review  
SCHOOL FOOD AUTHORITY (SFA) REVIEW**



AGREEMENT #:		SFA:			DATE:	
REVIEW AREAS		YES	NO	N/A	COMMENTS	
<b>FOOD SERVICE MANAGEMENT COMPANY (FSMC)</b>						
515E	Does the SFA have a current copy of their contract on file for review by the MDE-Program Analyst?					
515F	The original contract was for the ____ - ____ School Year.					
515G	Has the yearly renewal, as required, been sent to MDE and approved?				Date renewal was signed and approved by MDE:	
515H	If "YES," is a copy available for the MDE-Program Analyst to review?					
515I	How is the FSMC billing the district?					
1	The FSMC is billing for actual meals and actual costs, not the estimates from the Request for Proposal (RFP) or Invitation to Bid (ITB).					
2	The district knows how the FSMC is billing for the administrative fee (overhead) and management fee (profit).					
3	The FSMC is billing according to the price-per-meal and fees bid on the original contract unless the RFP/ITB included a renegotiation clause.					
515J	The FSMC is using products in accordance with the food specs outlined in the RFP/ITB.					
515K	The FSMC is directing any discounts, rebates, credits, and allowances to the benefit of the SFA.					
515L	A district employee is responsible for the determination and verification of eligibility for free and reduced price meals.					
515M	A district employee is responsible for performing all annual on-site reviews.					

**Please have the required Student-Advisory Board documentation available for review.**

\_\_\_\_\_  
Signature of Superintendent/Business Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email